




# **Headquarters Policy Flash**

**FLASH 2000-08**

DATE: April 5, 2000  
TO: Procurement Directors  
FROM: Office of Procurement and Assistance Policy, MA-51  
Office of Procurement and Assistance Management

SUBJECT: **SMALL BUSINESS CONFERENCE**

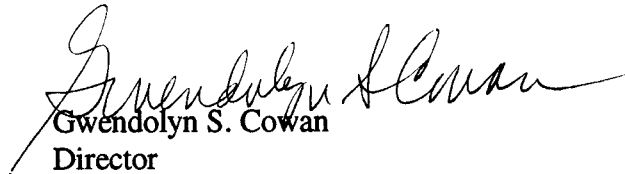
SUMMARY: Attached for your information are two letters signed by the Secretary announcing a Department-wide Small Business Conference on *April 25-27, 2000 in Denver, Colorado*. One letter is directed to Departmental Elements and Major Contractors; the second letter is directed to all other invited participants. For the first time the Department is bringing together not only the program and procurement officials throughout the DOE complex, but also the Department's major contractors and representatives from the small business community who are currently doing business with the Department of Energy, or are interested in learning about the many opportunities which are available.



## **FLASH 2000-08**

Please ensure that your major contractors and vendors are aware this important Conference. Reservations must be made by April 14, 2000.

For more information on the conference please view the website at [www.oakridge.doe.gov/procurement/small.html](http://www.oakridge.doe.gov/procurement/small.html), or call Ms. Myrna Turturro, in the Office of Small and Disadvantaged Business Utilization, at (202) 586-2567.



Gwendolyn S. Cowan  
Director

2 Attachments

cc:

PPAG Members




**The Secretary of Energy**

Washington, DC 20585

March 31, 2000

**MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS  
AND ALL MAJOR DEPARTMENT OF ENERGY  
PRIME CONTRACTORS**

**FROM:** BILL RICHARDSON   
**SUBJECT:** First Annual Department-wide Small Business Conference

I am encouraging all departmental offices to assist in the development of and participate in the Department of Energy's (DOE) first annual Small Business Conference, *Partnering to Fuel Energy Innovations*, on April 25-27, 2000, in Denver, Colorado.

I have strongly supported the Department's commitment to engaging small businesses, including small disadvantaged, 8(a), and women-owned businesses, as well as other small business concerns. This commitment calls for coordinating a Department-wide outreach effort to educate the small business community about partnering with DOE, maximizing contracting opportunities and engaging in other scientific and technical collaborations.

The Department plays a key role in helping small businesses succeed in emerging technology and energy disciplines. Similarly, the Department benefits from the creativity and innovation of small businesses. I am committed to ensuring that small businesses are full participants in our scientific and technical work.

The Denver conference is designed to address the interests of the small business community. It provides a vehicle for recognizing small business achievements, as well as a chance to assist small businesses in learning about opportunities to support the Department in emerging technologies and energy disciplines.

Your participation and assistance is a key element to making this first annual conference a success. More information can be found on-line at [www.oakridge.doe.gov/procurement/small.html](http://www.oakridge.doe.gov/procurement/small.html).

I look forward to your full participation.





**The Secretary of Energy**

Washington, DC 20585

March 31, 2000

Dear Friend:

I am pleased to invite you to attend the Department of Energy's (Department) first annual Small Business Conference, *Partnering to Fuel Energy Innovations*, on April 25-27, 2000, in Denver, Colorado.

The Department has exciting opportunities for small businesses in the areas of science and technology, environmental quality and energy resources. The Department provides over \$3 billion a year in contracting opportunities to small businesses. The Department plays a key role in helping small businesses succeed in emerging technologies and energy disciplines. Likewise, the Department benefits from the creativity and innovations of small businesses.

I am committed to building on this record, by ensuring that small businesses are full participants in our scientific and technical work. The conference will bring together representatives of the Department and our network of National Laboratories and facilities to inform the small business community about our business lines and forecast contracting opportunities, as well as technology transfer and collaborative research opportunities. In addition, the conference will provide an opportunity to engage the small business community in:

- maximizing small business contracting opportunities;
- expanding opportunities for small business in emerging technologies and energy disciplines; and
- recognizing small business achievements

Conference highlights include how to do business with the Department and its Laboratories, available business opportunities, methods of accessing capital, the Mentor-Protege Program, and effective models for small business participation in technology transfer initiatives.

I look forward to seeing you at the conference and encourage you to register on-line for this first annual event for business leaders and associations. Please check our special conference website located at [www.oakridge.doe.gov/procurement/small.html](http://www.oakridge.doe.gov/procurement/small.html) or call Ms. Myrna Turturro, Information Management Officer, at (202) 586-2567.

Yours sincerely,

A handwritten signature in black ink, which appears to read "Bill Richardson", is written over a horizontal line.

Bill Richardson